

NATURE CENTER SUPERVISOR

GRADE: 20

FLSA: EXEMPT

CHARACTERISTICS OF THE CLASS:

The Nature Center Supervisor performs intermediate professional and responsible administrative work involving the day to day operation, management and supervision of the City's Nature Center and related programs. The incumbent supervises employees engaged in facility maintenance and nature programs with over-all responsibility for volunteer staff. The incumbent is directly supervised by the Recreations Program Development Coordinator and works as a team member with other staff both within and outside the work unit to deliver services. The work is generally light in nature usually under good conditions, subject to general policy direction, practices and procedures covered by general supervisory review.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Creates, prepares, manages and administers a variety of projects and programs related to the City's Nature Center.
- Hires, trains and supervises staff and volunteers at the Nature Center.
- Develops and implements operations and safety procedures and policies.
- Develops and administers the Center's budget including revenues, expenses, capital projects, grants and sponsorship.

- Develops and implements a comprehensive nature programs for people of all ages and ability levels.
- Develops and administers the “Friends of the Nature Center” program.
- Meets with schools, organizations and citizens to determine needs and interests and establishes partnerships to develop, coordinate and conduct programs of mutual interest.
- Serves as staff liaison to the Nature Center Advisory Board.
- Researches, develops and implements innovative nature-related programming.
- Evaluates and ensures satisfactory resolution of citizen service requests.
- Assists with citywide special events, volunteer projects, scout projects, and community cleanup projects.
- Develops promotional materials including, brochures, ads in the Recreation Guide, flyers, Cable and newspaper coverage; updates the website including virtual tour, upcoming special events, write-ups of Nature Center activities, etc.; and, promotes the center throughout the State.
- Oversees all development and maintenance of the Nature Center and grounds.
- Prepares a variety of reports, writes memos, sends correspondence, and provides documentation as needed.
- Coordinates with schools, service clubs, general users, other City departments and divisions regarding contracted use of the center.
- Participates in professional organizations and continuing education programs.
- Performs other work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor’s Degree in Environmental Science, Education, Outdoor Recreation or related field, and three years of progressively responsible experience in Program Administration as a Naturalist or in environmental programming or closely related field. A working knowledge of email and office computer applications and possession of an appropriate driver’s license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the principles of environmental education and ecology.
- Considerable knowledge of school-based science curriculums.
- Knowledge of grant writing and sponsorship.
- Knowledge of parks and facilities management, maintenance procedures, procurement, and contracting principles.
- Knowledge of preventive maintenance principles, hazard and safety precautions, and sound environmental practices.

- Knowledge of environmental organizations and programs that can be utilized as resources.
- Knowledge of the local flora, fauna and environmental challenges.
- Knowledge of, or ability to rapidly acquire knowledge of City government procedures and relationships between various City departments.
- Skill in reading and understanding site plans and blueprints.
- Skill to be reliable and accurate in the performance of duties.
- Ability to ensure high quality programs and services resulting in customer satisfaction.
- Ability to perform duties with minimum supervision and to demonstrate independent, self-starting capabilities.
- Ability to organize and operate programs that are safe, and accessible for participants.
- Ability to create and sustain programs and activities that generate participation consistent with established goals.
- Ability to effectively manage staff and volunteers.
- Ability to plan, organize, and effectively direct the work of a variety of staff and contractors.
- Ability to deal firmly, fairly, tactfully, and remain calm and courteous while dealing with contractors and the general public.
- Ability to understand and convey accurate explanations of City ordinances, policies, and regulations and the reasons therefore.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in solving problems.
- Ability to establish and maintain effective and harmonious working relations with associates and persons contacted in the course of the job.